

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: January 5, 2004

Bulletin #: 498

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: January 16, 2004

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #498:

The following vacancies are exempted from the State of California hiring freeze:

- ❖ **LIFEGUARD SUPERVISOR I (LIMITED TERM) – INLAND EMPIRE DISTRICT/ LAKE PERRIS STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – ANGELES DISTRICT/TOPANGA SECTOR**
- ❖ **STATE PARK RANGER – CHANNEL COAST DISTRICT/VENTURA SECTOR**
- ❖ **STATE PARK RANGER – GOLD FIELDS DISTRICT/FOLSOM LAKE STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – HUNGRY VALLEY DISTRICT/GORMAN SECTOR**
- ❖ **STATE PARK RANGER – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR/RICHARDSON GROVE STATE PARK**
- ❖ **STATE PARK RANGER – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR/STANDISH – HICKEY STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – SAN DIEGO COAST DISTRICT/NORTH SECTOR**
- ❖ **STATE PARK SUPERINTENDENT I – COLORADO DESERT DISTRICT/SALTON SEA STATE RECREATION AREA**
- ❖ **STATE PARK SUPERINTENDENT I – FIELD SERVICES DIVISION/CENTRAL COMMUNICATIONS CENTER/MONTEREY**
- ❖ **STATE PARK SUPERINTENDENT V – DIABLO VISTA DISTRICT**
- ❖ **SUPERVISING STATE PARK RANGER – CHANNEL COAST DISTRICT/ VENTURA SECTOR**
- ❖ **SUPERVISING STATE PARK RANGER – NORTH BAY DISTRICT/RUSSIAN RIVER SECTOR**
- ❖ **SUPERVISING STATE PARK RANGER – SAN DIEGO COAST DISTRICT/NORTH SECTOR**

The following vacancies are available only to Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer basis. Training and Development Assignments will also be considered.

- ❖ OFFICE TECHNICIAN (TYPING) – PERSONNEL SERVICES DIVISION/WORKERS' COMPENSATION AND HEALTH & SAFETY UNIT/SACRAMENTO**
- ❖ OFFICE ASSISTANT (TYPING) PERMANENT INTERMITTENT – PERSONNEL SERVICES DIVISION/TRANSACTIONS UNIT/SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for State employees and/or candidates with current civil service list eligibility. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

LIFEGUARD SUPERVISOR I (LIMITED TERM 12 MONTHS) (\$3776-\$4547) – INLAND EMPIRE DISTRICT/ LAKE PERRIS STATE RECREATION AREA

The reporting location for this position is the Lifeguard Headquarters at Lake Perris State Recreation Area. This position will work under the direction of the State Park Superintendent of the Lake Perris Sector. This position will be responsible for the hiring, training and supervision of the seasonal lifeguard program. The incumbent will also be responsible for ordering first-aid supplies, boat operations and maintenance, buoys, lake orientated concessions and operation, public information, water quality and record keeping. The incumbent will be a member of the supervisory team at the Lake Perris State Recreation Area and will interact with all functions of the operation on a daily basis. **State housing is not available.** For further information regarding this position, please contact Kathy Weatherman at (909) 940-5645.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2752-\$3938) – ANGELES DISTRICT/TOPANGA SECTOR

The reporting location for this position is Will Rogers State Historic Park. This position offers an excellent opportunity to work in a beautiful setting at a historic ranch in the Pacific Palisades. The position includes day use and back country patrols, resource management, interpretation, assisting in the administration of our exciting filming and special events programs, and working at other units throughout the sector. **State housing is not available.** For further information regarding this position, please contact Mikal Sandoval at (310) 454-8212 ext. 115.

STATE PARK RANGER (\$2752-\$3938) – CHANNEL COAST DISTRICT/VENTURA SECTOR

The reporting location for this position is the San Buenaventura State Beach, and also includes Emma Wood State Beach and McGrath State Beach. This position offers a broad range of opportunities in public safety, interpretation, resource management and volunteer management. This sector is busy year-round with a variety of visitors and park settings. The staff works closely with allied agencies and community programs. The sector is active in community outreach with Junior Lifeguards and the PAL program, including kayak tours. **State housing is not available.** For further information regarding this position, please contact Steffani Jarrett at (805) 585-1844.

STATE PARK RANGER (\$2752-\$3938) – GOLD FIELDS DISTRICT/FOLSOM LAKE STATE RECREATION AREA

The reporting location for this position is the Folsom Lake State Recreation Area. Duties include campground/day use/boat launch management; first aid; interpretation; law enforcement, and resource management. There will be patrol by vehicle, vessel, PWC, bicycle and foot. This position offers the opportunity to work in a high use recreation area. **State housing is not available.** For further information regarding this position, please contact Scott Nakaji at (916) 988-0205.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2752-\$3938) – HUNGRY VALLEY DISTRICT/GORMAN SECTOR

This position is assigned to Hungry Valley State Vehicular Recreational Area, a 19,000-acre recreation unit that is surrounded by the vast Los Padres and Angeles National Forest. This challenging position is responsible for daily State Vehicular Recreational Area operations, resource management, search and rescue operations, interpretation, and law enforcement with an emphasis on emergency first aid. The incumbent should be a dependable team player who is self-directed and enthusiastic about becoming an integral member of a small ranger staff. The operation of four-wheel drive vehicles, off-highway motorcycles, and all-terrain vehicles is required. Defensive Tactics instructor certification is desirable. **State housing may be available.** For further information regarding this position, please contact Gerald Weil at (661) 248-7007.

STATE PARK RANGER (\$2752-\$3938) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR/RICHARDSON GROVE STATE PARK

The reporting location for this position is Richardson Grove State Park, but it also provides coverage at Benbow Lake State Recreation Area. This position works under the direction of the Supervising State Park Ranger, Eel River Sector, Piercy Area. Located on the South Fork of the Eel River, these are traditional redwood parks with 247 family campsites, one group camp, and active day use areas. This is the ideal position for those looking to be involved with all aspects of the Ranger's duties including campground operations, public safety, interpretation and resource management. The use of quad and motorcycles for backcountry patrol is a common occurrence. Sector Rangers provide relief coverage and staffing for several local special events during the summer. **State housing may be available.** For further information regarding this position, please contact John O'Rourke at (707) 946-1814.

STATE PARK RANGER (\$2752-\$3938) – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR/STANDISH- HICKEY STATE RECREATION AREA

The reporting location for this position is Standish-Hickey State Recreation Area. This position works under the direction of the Supervising State Park Ranger, Eel River Sector, Piercy Area. This position serves as the "Unit Ranger" for the Standish-Hickey State Recreation Area. Located on the South Fork of the Eel River, Standish-Hickey State Recreation Area provides recreation for park visitors with its 162 family campsites and large swimming hole. Duties include campground operations, public safety, interpretation and resource management. This position works with other sector rangers to provide relief coverage and staffing for several local special events during the summer. **State housing may be available.** For further information regarding this position, please contact John O'Rourke at (707) 946-1814.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (\$2752-\$3938) – SAN DIEGO COAST DISTRICT/NORTH SECTOR

The reporting location for this position is the newly refurbished North Sector Office in Carlsbad. This position serves as a team member working with two Supervising State Park Rangers, who under the direction of the Sector Superintendent will manage two of the most popular campgrounds in State Parks, South Carlsbad and San Elijo State Beaches. Duties include law enforcement, campground operation, interpretation and public education, and resource management. If you are looking for a challenging assignment, consider working in this team. **State housing is not available.** For further information regarding this position, please contact Denny Stoufer at (760) 720-6375.

**STATE PARK SUPERINTENDENT I (\$4140-\$4993) – COLORADO DESERT DISTRICT/
SALTON SEA STATE RECREATION AREA**

The reporting location for this position is the Sector Office located at the Salton Sea State Recreation Area. This position works under the direction of the District Superintendent. The Salton Sea Sector Superintendent oversees Salton Sea State Recreation Area and Picacho State Recreation Area on the Colorado River. These are two of the most challenging and rewarding units of the State Parks Systems. The District is seeking applications from individuals who excel in facilitating effective teams, and who are knowledgeable and sensitive to stewardship of park resources. This position will provide an excellent career opportunity for someone interested in visitor services functions, land acquisition, real property management, park planning, concessions, CEQA programs, and external relations with the public, community and allied agencies. This position has full responsibility for the overall operation of the sector, including scheduling, implementing and supervising the Visitors Services, and Maintenance and Administrative Services of the Sector. This position provides assistance in developing budgets, management plans, unit histories, interpretive studies and plans, and safety programs. **State housing may be available.** For further information regarding this position, please contact Dave Van Cleve or Mat Fuzie at (760) 767-4037.

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The following vacancies are exempted from the State of California hiring freeze:

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT I (\$4140-\$4993) – FIELD SERVICES DIVISION/CENTRAL COMMUNICATIONS CENTER

The reporting location for this position is the Central Communications Center (CENCOM), located at the Monterey District Headquarters Office in Monterey. The State Park Superintendent is responsible for the management of the operations and administration of CENCOM. CENCOM is one of three departmental communications centers, providing 24-hour public safety and law enforcement dispatch services, including full CLETS access. The State Park Superintendent supervises two Communications Supervisors and twelve Communications Operators. The center provides dispatch services for the Diablo Vista District, Hollister Hills District, Monterey District, Oceano Dunes District, San Luis Obispo Coast District, and Santa Cruz District. Also provided are dispatch services for the Department of Fish and Game Wardens in the CENCOM service area. Over 180 peace officers receive dispatch services from CENCOM. The State Park Superintendent is responsible for liaison with the other communications centers, Districts in the CENCOM service area, Department of Fish and Game, and other public safety and law enforcement agencies. **State housing is not available.** For further information regarding this position, please contact Randy Sederquist at (916) 653-0398.

STATE PARK SUPERINTENDENT V (\$6640-\$7321) – DIABLO VISTA DISTRICT

This position reports to the Northern Division Chief. This position will be responsible for administration, maintenance, visitor services, public protection and law enforcement, interpretation, real property management, and resource management for the Diablo Vista District. **State housing may be available.** For further information regarding this position, please contact Kirk Strum at (916) 657-4042.

SUPERVISING STATE PARK RANGER (\$3776-\$4547) – CHANNEL COAST DISTRICT/ VENTURA SECTOR

The reporting location for this position is the sector office located at San Buenaventura State Beach. This position is assigned to the Ventura Sector, which includes Emma Wood North Beach, Emma Wood Group Camp, San Buenaventura State Beach and McGrath State Beach. This position is expected to actively supervise and participate in the full range of visitor services activities including public safety, resource protection, interpretation, social events, and community involvement programs. Current certification as a Firearms and/or Defensive Tactics Instructor is desirable. **A State mobile home pad may be available.** For further information regarding this position, please contact Steffani Jarrett at (805) 968-2943.

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The following vacancies are exempted from the State of California hiring freeze:

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SUPERVISING STATE PARK RANGER (\$3776-\$4547) – NORTH BAY DISTRICT/RUSSIAN RIVER SECTOR

The reporting location for this position is the Armstrong Redwoods Ranger Station. This position serves as the Visitor Services Supervisor for the Armstrong Redwoods State Reserve and Austin Creek State Recreation Area. This is truly a unique opportunity to become involved in a wide variety of park issues at two of the most scenic units in the State Park System. Programs specific to the sector include a wide variety of resource management and restoration projects, including an active volunteer/docent program. This position may serve as the liaison for the local cooperating association. This position will also serve as a shift supervisor for the Russian River District in an active public safety environment. This position will require a solid foundation in interpretation, resource management, public safety, and law enforcement. **State housing is not available.** For further information regarding this position, please contact Michael Stephenson at (707) 865-2391.

SUPERVISING STATE PARK RANGER (\$3776-\$4547) – SAN DIEGO COAST DISTRICT/NORTH SECTOR

The reporting location for this position is the newly refurbished North Sector Office in Carlsbad. The incumbent serves as a team member with the Supervising State Park Ranger, who, under the direction of the Sector Superintendent, manage two of the most popular campgrounds in State Parks, South Carlsbad and San Elijo State Beaches. Duties include supervision of eight State Park Rangers and numerous Park Aids, campground operation, law enforcement, interpretation, public education, and resource management. **State housing is not available.** For further information regarding this position, please contact Denny Stoufer at (760) 720-6375.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are available only to Department of Parks and Recreation employees who are eligible to apply on a Lateral Transfer basis. Training and Development Assignments will also be considered.

OFFICE ASSISTANT (TYPING) (\$11.01-\$14.51/HOUR) PERMANENT INTERMITTENT - PERSONNEL SERVICES DIVISION/TRANSACTIONS UNIT/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. Under the direction of the Personnel Transactions Manager, the incumbent performs a variety of clerical duties involving the Reception Desk. The primary duties include answering the telephone and directing calls to the appropriate staff; greeting the public and employees, and providing general information concerning employment opportunities or answering basic personnel and payroll questions; distributing mail; requisitioning office supplies; composing simple letters and memos; and filing of various personnel documents. Desirable qualifications are good organizational skills and the ability to follow directions. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Janene Woolley at (916) 653-2169.

OFFICE TECHNICIAN (TYPING) (\$2390-\$2905) – PERSONNEL SERVICES DIVISION/WORKERS' COMPENSATION AND HEALTH & SAFETY UNIT/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position provides administrative support for the Workers' Compensation and Health and Safety Unit and works under the direction of the Manager of the unit. Primary duties include screening incoming correspondence and distributing to appropriate personnel; drafting claims correspondence; maintaining claims database and entering new claims; routine and frequent contact with Districts and Divisions regarding claims, information; creating and maintaining confidential and administrative files; providing back-up support for the front counter of the Personnel Services Division; and acting as timekeeper for the Personnel Services Division. **State housing is not available.** For further information regarding this position, please contact Tina Castillo at (916) 653-9516.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous File	Promotional Spot – Sacramento
Information Systems Technician Specialist II	January 16, 2004	Promotional Statewide